

JOB OPPORTUNITY

Franchise Tax Board is an affirmative action employer with equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length _____

☐ Formal Training
and Development
Assignment

Position Title: Travel Analyst

Classification: Sr Acctg. Officer/Acctg. Officer

Location: Franchise Tax Board
9646 Butterfield Way
Sacramento CA 95827

Section/Unit Accounting and Financial Resources
: Section

Salary Range: \$4,111.00 - \$4,997.00

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the general direction of an Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist)/Accounting Officer (Specialist) is responsible for utilizing technical expertise and analytical skills in the performance of the some of the more challenging accounting duties. Duties include monthly reconciliation, reviewing and auditing claims for reimbursement, determining travel expense claims and supporting documentation comply with the Government Code, SAM, Bargaining Unit Agreements, DPA, and Board of Control Rules and Regulations. The incumbent acts as a departmental resource in assisting departmental employees and responding to general inquiries. Independently reviews and analyzes accounting transactions ensuring accuracy, completeness and timeliness in accordance with policies and regulations. Provides backup coverage for payroll desk.

Required Knowledge, Skills, Abilities:

- Must have a strong fiscal education and background
- Independent and self-motivated with a strong work ethic
- Flexible and willing to learn in an environment of change
- Possess, maintain, and encourage a strong positive perspective
- Strong interpersonal and analytical skills
- Strong oral and written communication skills
- Ability to work well independently and in a team environment
- Ability to apply General Accounting Principles

Desirable Experience/Qualifications:

- Knowledge of Uniform Accounting Principles, procedures and financial record keeping.
- A demonstrated interest in assuming increasing responsibility.

Contact Person Soni Mangat Telephone # 845-5376

Address/Room # Mail or hand deliver your application by September 29, 2006 to Soni Mangat at Mailstop A-361

Special Instructions Will consider Accounting Officer (Specialist) level for recruitment purposes. Applicants who are currently Accounting Officer (Specialist), Senior Accounting Officer (Specialist) or are eligible for either transfer or list appointment are encouraged to apply.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. Applications will be screened and only the most qualified applicants will be interviewed.

All applicants **not currently employed with the Franchise Tax Board** will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.